



Tallahassee ParrotHead Club

Board of Directors Meeting*

November 13, 2018 | 6:30pm – 8:00pm | Crolla Residence

ATTENDEES	
PRESENT	NAME - POSITION
Absent	Ron Crolla, Captain
Present	Eddie Gines, First Mate
Present	Susan Crolla, Purser
Present	Nancy Gines, Scribe
Present	Gary Gray, Member at Large
Present	Kenda Baxter, Member at Large
Absent	Peggy Elliott, Member at Large
Absent	Penny Weimer, Social Chair
Present	Mary Grant, Membership Chair
Present	Tim Baxter, Club Member
Present	Barbara Peterson, Club Member

Meeting Minutes

I. Call to Order Time: 6:45 PM

- Susan Crolla, Purser

II. Regular Business

- Approval of September Board Meeting Minutes

Comments: In the September minutes, under Item VI, Parrot Points, the board decided that half way through the year (June) of each year, points will be counted and will be available during one of the socials in that month.

Motion to approve by: Kenda Seconded by: Eddie – Accepted and approved by members present

III. Club Finances

- Review TPHC financials: Susan

Summary: ParrotHead Phrenzy Profit and Loss Statement, the club Profit and Loss Statement as well as the Balance Sheet as of October 31, 2018 were presented and reviewed.

Comments: A projected budget for 2019 may be available for the January meeting.

Motion to approve by: Gary Seconded by: Kenda – Accepted and approved by members present

IV. Old Business

- Phrenzy ‘thank you’ letters: Penny (not present)

Comments: When silent auction items are given to the chair, a donation form should be completed and provided with the donated item. This new form will need to be developed prior to the next Phrenzy. A basic “thank you” letter on

Parrothead letterhead should be sent to silent auction donors (does this exist or does this need to be developed?). A suggestion was made that in the future a volunteer should be appointed to maintain a list of item donors separate from sponsors. **Action Item:** Eddie will provide a sample of the donation list that is used by his employer – the sample would be helpful in creating this new record keeping tool for TPHC. A suggestion was also made that after all major events a “debriefing” should occur. This would help to identify ways to prevent shortcomings and improvements for events in the future.

This discussion was voted on.

A motion was put forth by Susan and it was seconded by Kenda and Gary - Accepted and approved by members present

- Parrot-Athlon and Halloween Party - cancelled due to hurricane relief efforts

Comments: Possible activities for next year.

- Discuss TPHC Survey

Comments: A copy of the survey was provided and reviewed. The results are listed for informational use only.

Q1: Where do you get “Club News”?

21.21 % from Facebook, 66.67 TPHC Group Emails – TPHC Website & word of mouth

Q2: What activities do you want to see more of? Q3: What do you want to see less of?

47 Total responses for these 2 questions fit into these various categories:

29 - responses indicated members are ok with current activities and events.

6 - responses indicated that they would like more activities that did not involve fundraising. Like parties, Fri/Sat happy hours, outdoor activities

3 – responses indicated that they would like more service projects, like dog washes or ramp builds

3 – responses called for Socials that involved more “social” activity, hearing sited as a current issue

2 – responses indicated that regular events and socials should be promoted on social media as an “outreach”

2 – responses indicated they would like less activities, like 1 social a month rather than 2 and another stated less activities outside of socials.

2 – responses simply said “people’s houses” – no other explanation.

Q4: 3rd Wednesday social is held at Corner Pocket. Should the 1st Wednesday social be at one locale or do you want a variety?

51.61% like variety, 9.68 would like a stable location, and 38.71% don’t care either way.

Q5: Other charities or activities that you would like the club to be involved with:

23 responses included:

6 – responses indicated continue as is

1 – response wanted to see more involvement, not more activities

All other responses were for the following: Special Olympics, Hope, Sacred Soil for Veterans, Mental Health Charities, Big Brothers/Big Sisters, One Blood, American Cancer Society, Big Bend Hospice, More for Ability First, Big Bend Habitat for Humanity, Festival of Trees, Toys for Tots (USMC), more animal charities, Parkinson’s Outreach Association, Leon ROTC Marine program, Honor Flight, and Gulf Specimen Marine Lab

V. New Business

- Hurricane relief efforts - money and volunteer hours

Comments: **Action Item:** Sherri Wilson – hours estimate needed per person

- TPHC Annual Report - see separate preliminary spreadsheet

Comments: Activities, man hours and cash raised needed at 6 month and annual intervals for board review prior to sending to national level.

- Winter Festival parade – December 1. Chairs: Eddie Gines, Ron Crolla, Ellen Foster
Pre-stage event, Date and Time TBD

Comments: **Action Item:** Eddie to get with Scott or Ellen to discuss the trailer dimensions.

Eddie submitted a budget request for \$180.00 for items relative to the holiday float. No issues raised, formal form requested with the appropriate documentation attached.

- Discuss Standard Operating Procedures (SOP) (sent via email).

Comments: **Action Item:** Board to review and provide comments by 11/24.

Comments: SOP still needs a board vote – via email response.

- **2019 elected Board of Directors:**

- i. Captain: Ron Crolla
- ii. First Mate: Eddie Gines
- iii. Purser: Susan Crolla
- iv. Scribe: Nancy Gines
- v. Members at Large: Gary Gray
- vi. Members at Large: Kenda Baxter
- vii. Members at Large: Peggy Elliott

Comments: No training or transitional activities required.

- **2019 Essential Chairs:**

- viii. **Social Chair:** Penny Weimer
- ix. **Membership Chair:** Mary Grant
- x. **Name Tag Chair:** Eddie Gines
- xi. **Webmaster:** Mary Misiolek

Comments: None

VI. Upcoming Events

- Upcoming monthly charities:
 - i. November - Toys For Tots. Chairs: Aly and Tori

Comment: 3rd Wednesday before Thanksgiving

- ii. December - Wounded Warrior Project. Chair: Ron Crolla
- iii. 'Pup' Crawl - December 8, Chairs: Sherri Wilson, Paula Lluveras
- iv. Holiday Party (January 2019)

Comments: "Golden Flip-Flop Award". **Action Item:** Mary will get points together and the award will take place during the first quarter of 2019.

VII. Open Forum

Comments: Adopt-A-Road: scheduled for 12/15 at 10:00 – weather permitting

VIII. Next Board Meeting: January 2019, Date TBD (2nd or 3rd Thursday)

- **Adjournment Time: 7:56pm**

Motion to approve by: Gary Secoded by: Kenda – Accepted and approved by members present

*** No TPHC funds used in relation to this Board of Directors meeting.**